Delmarva Foundation
SCQA
South Carolina Quality Assurance

2008-2009 Annual Review Preparation List

Period in Review:
_____ through _____

NOTE: Prior to your review date, Delmarva staff will call to request the contact names and specific contact numbers/extensions for your QA Review **Liaison** and your **Residential Director.**

On the morning of your review, prior to the Opening Conference, please provide to the Lead Reviewer, a **list** of personnel grouped by the following categories*:

- Newly hired Service Coordinators (within period in review)
- Service Coordinators hired prior to period in review
- Service Coordination Supervisors
- Service Coordinator Assistants

- Case Managers serving children in the PDD Program

- Newly hired Early Interventionists (within period in review)
- Early Interventionists hired prior to period in review
- Early Intervention Supervisors

*Delmarva no longer reviews Residential & Day personnel records

Administrative Review

The following items are needed to conduct the Administrative Review. The Review Team will begin the Administrative Review immediately following the Opening Conference.

Personnel Records:

From the personnel list, the Review Team will select a sample of personnel files to review. The Review Team will need documentation including but not limited to:
- Verification of qualifications to meet educational requirements
- Verification of qualifications to meet experience requirements
- Documentation of training
- Verification of minimum requirements for PDD case managers and verification of their current PPD/TB skin test
- Verification of Law Enforcement Screening

Upon receipt of the personnel list, please flag the requested information or provide a liaison from your HR Department to assist in locating the requested information in the personnel records

Governing Board / HRC / Board Information*:

- Governing Board Minutes
- Outlier contracts and corresponding verification of staffing coverage/timesheets
- Identification of Human Rights Committee members
- Governing Board and Human Rights Committee composition with identification of family members, self-advocates, etc.
- HRC Minutes
- Verification of Governing Board initial training (for new members during review period) and tabbed ongoing training for all
- Verification of HRC initial training (for new members during review period) and tabbed ongoing training for all
- Risk Management / Safety Committee Meeting Minutes
- Records of reporting of critical incidents and abuse/neglect/exploitation (List will be provided)
- Verification of analysis of a/n/e & CI data and actions taken to prevent future a/n/e & CI
- Verification that death/impending death procedures were followed and subsequent data analysis
- Verification of emergency procedures/emergency drills including strategies for back-up
- Verification of quarterly visits to all homes by upper-level management (tabbed by home)
- Results of most recent annual Satisfaction Survey with analysis of results as well as evidence of how results were used to enhance service delivery
- Monthly Administrative Review (Rehabilitation Supports) documentation
- Community Residential Admissions/Discharge Reports with current STS/CDSS
- Accounting records to assure participation of non-Board Providers re Family Support fund requests
- Verification that employees are made aware of False Claims Recovery Act & Whistleblowers' laws
- System for 24/7 access to assistance (Service Coordination providers)
- Tabbed Governing Board Minutes verifying budget approval & quarterly review of Financial Reports
- Tabbed Governing Board Minutes verifying Annual Audit Report with written management letter
- Statements of Financial Rights for all residential admissions during the period in review
- Verification of required Insurance coverage
- Tabbed Governing Board Minutes verifying review and approval of Insurance types & amounts

*subject to request for additional information

General Agency, PDD, and Early Intervention Review

The Review Team will provide a list of names/files to be reviewed each day. For each person, please provide (as applicable):

- The **current** working file(s) with all required documentation for the period in review **including the previous year's Plans (Support Plan, Residential Plans, Day Plans, etc) as well as current and previous year's assessments and data.**
- Current STS/CDSS
- Training data sheets for the period in review
- Tab the requested files distinguishing which file is for which service; Service Coordination, Residential, Behavioral Support, Medical, Day, Supported Employment, Individual Rehabilitation Supports, etc.
- The current working EI file(s) with all required documentation for the period in review **including previous** IFSP, FSP
- Flag each requested EI file designating whether BabyNet only or DDSN Eligible
- ISRs for each EI file requested (If filed in separate notebook, please locate and tab the pertinent ISRs)

NOTE: Additional information like census reports, day log books, respite logs, and Invoices for board-billed services may be requested as applicable.

Updated 7/11/08 CS